



County of Los Angeles
CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

December 5, 2007

REVISED

To: Supervisor Yvonne B. Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

**DEPARTMENT OF HEALTH SERVICES REQUEST TO APPOINT JOHN SCHUNHOFF
TO THE POSITION OF CHIEF DEPUTY DIRECTOR, HEALTH SERVICES (UC)**

Consistent with County policy on management appointments, the Department of Health Services (DHS) requests authorization to appoint Dr. John Schunhoff to the position of Chief Deputy Director, Health Services (UC), at an annual salary of \$255,000 (\$21,250/month), placing him below the control point of this Range 24 unclassified position. We have reviewed the request and recommend Board approval of this request.

As Chief Deputy Director, Dr. Schunhoff will have responsibility for all administrative and financial operations for DHS, including budget, fiscal programs, and revenue management, contract administration, materials management, facilities management, capital projects, human resources, program planning and policy development, and government relations.

Dr. Schunhoff is currently the Chief Deputy Director of the Department of Public Health (DPH), a position he has held since July 2006, initially in an acting capacity, when DPH was established as a separate County Department. As Chief Deputy Director for DPH, Dr. Schunhoff oversees an operating budget of over \$700 million with approximately 4,000 full-time equivalent positions, supporting programs in Communicable Disease Control and Prevention; Children's Medical Services; Maternal, Child and Adolescent Health programs; Environmental Health; Alcohol and Drug Programs; HIV/AIDS Programs; Community Health Services; Health Facilities Inspections, and Chronic Disease and Injury Prevention. In this position, he supervises managers responsible for the administrative functions of finance, human resources, materials management, facilities management and contract administration, and for Information Systems. Prior to the separation of DPH from DHS, Dr. Schunhoff served in a similar position, which he held from 1998, as the Chief of

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Operations for Public Health Programs and Services. Among his responsibilities as Chief of Operations, Dr. Schunhoff had oversight of units which provided finance/budget, human resources, and contracts and grants support for public health programs. A copy of Dr. Schunhoff's resume is attached, which provides additional information regarding his 20-plus years of service in the County, among other work and academic experience and education.

The position of Chief Deputy Director is currently vacant as a result of a DHS reorganization proposed by the DHS Director and approved in concept by my office, in which John Cochran will take over an expanded Chief Network Officer role. Dr. Chernof has proposed this expanded role to provide the leadership he believes is needed over the next year to address major, time-sensitive issues facing DHS facilities, including, among others, opening the LAC+USC Replacement Facility, filling critical facility executive positions, implementing the Martin Luther King, Jr. (MLK) Multiservice Ambulatory Care Center, and re-opening the MLK Hospital. The Department is working on a revised organizational chart to reflect their reorganization.

The Department indicates that salary placement for Dr. Schunhoff, as requested, is consistent with the level of experience and knowledge that he brings to this position. Based on the information provided by DHS regarding Dr. Schunhoff's experience and qualifications, we concur with this request to appoint him to the position of Chief Deputy Director, at the requested salary.

In accordance with the policy on managerial appointments, unless our office is informed otherwise from your offices by December 14, 2007, we will advise DHS that authorization has been granted to proceed with Dr. Schunhoff's appointment to Chief Deputy Director, Health Services (UC), at an annual salary of \$255,000 effective December 16, 2007.

If you have any questions or concerns regarding this appointment, please call me, or your staff may contact Sheila Shima of this office at (213) 974-1160.

WTF:SRH
SAS:bjs

Attachment

c: Executive Officer, Board of Supervisors
 Director and Chief Medical Officer, Department of Health Services
 Director and Health Officer, Department of Public Health
 Director of Personnel

Schunhoff_bm

JOHN F. SCHUNHOFF

GOVERNMENT EXPERIENCE:

Chief Deputy Director, Department of Public Health, Los Angeles County, California,
January 2007 – present.

Acting Chief Deputy Director, Department of Public Health, Los Angeles County, California,
July 2006 – January 2007.

Chief Deputy Director for new Department of Public Health [created July 6, 2006], which is the Public Health department for all of Los Angeles County except three cities. Working with the Director of Public Health/Health Officer, oversees Communicable Disease Control and Prevention, Children's Medical Services, Maternal, Child and Adolescent Health Programs, Environmental Health, Alcohol and Drug Programs, HIV/AIDS Programs, Community Health Services, Health Facilities Inspections, and Chronic Disease and Injury Prevention. Responsible for budget exceeding \$700 million with 4,000 full-time equivalent positions. Supervises managers responsible for Administrative functions [Finance, Human Resources, Materials Management, Facilities Management, Contract Administration] and Information Systems. Working with entire executive staff, formulates and implements strategic and program plans.

Assistant Director of Health Services, Chief of Operations, Public Health, Department of Health Services, Los Angeles County, California, July 1998 – July 2006.

Acting Assistant Director of Health Services, Acting Chief of Operations, Public Health Programs and Services, Department of Health Services, Los Angeles County, California, January 1998 - June 1998.

Chief Operations Officer for Public Health, one of two major operating units of the Department of Health Services. Public Health included all public health programs and services in Los Angeles County, including disease control, environmental health, family health, alcohol and drug programs, community health services, health facilities inspections, policy and program development, epidemiology and data analysis. Under direction of Director of Public Health/Health Officer, oversaw budget exceeding \$650 million with 4,000 full-time equivalent positions. Oversaw units which provided finance/budget, human resources, and contracts and grants support for public health program units.

Worked with Public Health Commission, HIV Health Services Commission, Narcotics and Dangerous Drugs Commission, and Alcohol Commission. Coordinated with community consortia, coalitions, caucuses and community-based organizations, making presentations, involving community organizations in planning and program coordination. Represented public health before the Board of Supervisors, the Board deputies, the media, and community groups.

Acting Assistant Director of Health Services, Acting Director of Public Health Programs and Services, Department of Health Services, Los Angeles County, California, December 1996 - January 1998.

Manager in charge of all public health programs and services in Los Angeles County, including disease control, environmental health, family health, alcohol and drug programs, community health services, health facilities inspections, policy and program development, epidemiology and data analysis. Oversaw budget of \$324 million with 2,770 full-time equivalent positions. Oversaw units which provide finance/budget, human resources, and contracts and grants support for public health program units and for other related Departmental units (Office of AIDS Programs and Policy and Childrens Medical Services).

Worked with Public Health Commission, Narcotics and Dangerous Drugs Commission, and Alcohol Commission. Coordinates with community consortia, coalitions, caucuses and community-based organizations, making presentations, involving community organizations in planning and program coordination. Represented public health before the Board of Supervisors, the Board deputies, the media, and community groups.

Director, Office of AIDS Programs and Policy, Department of Health Services, Los Angeles County, California, July 1992 - December 1996.

Manager in charge of all aspects of \$80 million AIDS/HIV programs, reporting directly to the Director of Health Services from June 1996. Responsible for the coordination of HIV/AIDS prevention, treatment and support services for Los Angeles County. Key functions of office include preparation of short-term and long-term plans for HIV/AIDS prevention, treatment and support services; working with the Commission on HIV Health Services and a wide variety of community consortia, task forces, and caucuses; preparation of applications for federal and state grants; management of federal and state grants and over 300 contracts with community agencies and County facilities; expenditure/revenue management and grant expenditure reporting for \$80 million budget; coordination with County and community legislative advocates concerning HIV/AIDS funding and legislation; and administration of a variety of specialized grant programs.

Assistant Program Director, AIDS Program Office, Department of Health Services, Los Angeles County, California, June 1988 - July 1992.

Responsible for policy and finance functions of AIDS Program Office. Prepared policy memoranda, reports, and studies on various AIDS issues for the Board of Supervisors, Commission on AIDS, HIV Health Services Planning Council and Department administration. Analyzes financial, political, public health, social and other aspects of AIDS policies. Worked extensively with community-based organizations, private providers and other County departments to plan for new and augmented AIDS programs. Prepared grant applications for Federal and State assistance in accordance with plans. Prepared programmatic sections of requests for proposals.

Responsible for finance unit which provided expenditure/revenue management and financial reporting for \$37 million annual AIDS Programs budget. Prepared annual County AIDS Programs budget request. Responsible for AIDS/HIV legislative analysis. Prepared and presented legislative testimony. Provided staff assistance to the Los Angeles County Commission on AIDS and its committees.

Staff Analyst, Health Services, AIDS Program Office, Department of Health Services, Los Angeles County, November 1987 - June 1988.

Prepared analyses of AIDS policies and programs in the Department of Health Services. Prepared AIDS supplemental budget for 1988-89 and monthly financial reports for the Los Angeles County Commission on AIDS. Prepared and presented analyses for the AIDS Commission and Commission committees concerning AIDS legislation, funding, services and programs. Assisted the Program Director with special studies and coordinated Board correspondence and assignments for the AIDS Program Office.

Acting Assistant Administrator, AIDS Program Office, Department of Health Services, Los Angeles County, California, May 1987 - November 1987.

Responsible for policy and planning functions of AIDS Program Office. Coordinated implementation of \$22 million supplemental 1987-88 AIDS budget for Department of Health Services. Prepared policy memoranda, reports, and studies on various AIDS issues. Liaison to consultants in preparation of five-year service plan for AIDS in Los Angeles County. Responsible for legislative analysis. Supervised professional staff of 2-3 persons. Provided staff assistance to Los Angeles County Commission on AIDS and its subcommittees.

Behavioral Sciences Consultant, AIDS Program Office, Department of Health Services, Los Angeles County, February - May 1987.

Prepared study of unmet needs for AIDS services in the Department of Health Services, resulting in recommended \$22 million AIDS supplemental budget for 1987-88. Prepared detailed budget packages and action plans for implementation. Departmental activities analyzed included administration, education, epidemiology, testing, counseling, drug abuse programs, inpatient and outpatient treatment, alternatives to inpatient care and dental services.

Assistant Director, City Economic Development Office, Office of the Mayor, City of Los Angeles, California, October 1983 - April 1986.

Administration, development, and coordination of economic development projects and programs for job creation and retention. Supervised professional and administrative staff in preparation of economic revitalization studies and implementation plans, preparation of applications for EDA, UDAG, and CDBG funding of projects, technical assistance to nonprofit economic development corporations, and preparation and administration of contracts for economic development studies and projects. Administered city business loan program.

Extensive coordination and negotiation to generate and leverage private investment in economic development. Supervised staff varying from five to thirteen persons, with administrative budget exceeding \$500,000 and grant projects exceeding \$10 million.

Economist, City Economic Development Office, Office of the Mayor, City of Los Angeles, California, July 1979 - October 1983.

Development and coordination of economic development projects and programs for job creation and retention. Supervised professional staff in preparation of economic revitalization studies and implementation plans. Developed and supervised city business loan program, utilizing SBA 503 loans and city revolving loan fund. Prepared federal grant applications for projects. Provided technical assistance to nonprofit economic development corporations in neighborhood business revitalization. Coordinated comprehensive economic development strategy process.

Administrative Assistant to the Director of Finance and Administration, Washington County, Oregon, summers 1973 and 1974.

Returned to Washington County for summers while completing doctoral studies at the University of Oregon. Assisted the Director with special financial studies and projects, including investment of county funds, revenue projections, conversion of child support payment collection system to EDP, motor vehicle pool cost study, public works cost accounting, and hotel-motel tax collections system.

Administrative Assistant to the General Manager, Unified Sewerage Agency of Washington County, Oregon, February 1970 - August 1972.

Primary responsibilities included preparation of budgets, establishment and operation of consolidated accounting and personnel systems, and general staff assistance to the manager of a county service district created in February 1970, absorbing prior independent sanitary districts. Supervised conversion of quarterly sewer service billings from manual and machine systems to consolidated EDP contract. Prepared annual budgets exceeding \$20 million, with \$3 million operating budget and multiple construction and bond funds. Assisted with labor negotiations and with contract negotiations with cities within agency boundaries for services.

Junior Foreign Service Officer, U. S. Department of State, Washington, D.C., June 1969 - January 1970.

In training. Decided to return to local government.

Student Intern, Departments of Finance and Public Works, Washington County, Oregon, June 1967 - August 1968.

Prepared studies of county operation, assisted with budget preparation, and prepared specifications for bids.

ACADEMIC EXPERIENCE:

Adjunct Associate Professor, School of Policy, Planning and Development (formerly School of Public Administration), University of Southern California, September 1985 - 2007.

Part-time Lecturer, School of Public Administration, University of Southern California, July 1979 - September 1985.

Instruction of evening and weekend courses in local government finance, financial administration, budgeting, local economic development, and public policy for undergraduate, masters, and doctoral students.

Assistant Professor of Public Administration, School of Public Administration, University of Southern California, September 1975 - July 1979 [full-time].

Instructed undergraduate, masters and doctoral courses in public finance, budgeting and policy analysis with emphasis on local government finance. Supervised and guided doctoral students, participated in school and university committees.

Graduate Teaching Fellow, Department of Economics, University of Oregon, September 1972 - June 1975.

Coordinated and taught a special section of the introductory economics course while working on doctorate.

EDUCATION:

Ph.D., Economics

University of Oregon, September 1975

Fields of Specialization: Public Finance, Urban and Regional Economics

Dissertation: An Economic Evaluation of the Use of Tax Increment Financing
of Urban Renewal in Oregon

M.A., Economics

University of Oregon, June 1974

Graduate Study in Public Administration

University of California, Los Angeles, 1968 - 1969

B.A., Economics

Lewis and Clark College, Portland, Oregon, June 1968